



TOWN OF TEWKSBURY
COUNCIL ON AGING/SENIOR CENTER
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ROSE MCKENNA, CHAIR
VIRGINIA DESMOND, VICE-CHAIR

ASHLEY STUART, DIRECTOR
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**Meeting Minutes for
July 16, 2014**

The meeting was called to order by the Chair, Rose McKenna, at 12:33 p.m. at the Tewksbury Senior Center.

Members Present: Rose McKenna, Marie Durgan, Peg Keefe, Mark Wood, Virginia Desmond, Joanne Aldrich, and Joan Unger.

Members Absent: Paul McNaught, Lorene Patch, Joel Deputat

Others Present: COA Director Ashley Stuart, Janice Conole, Melissa Johnson, Recording Secretary, and Cynthia Trudeau

Ms. McKenna noted that Warren Layne has submitted his letter of resignation and read the letter aloud.

1. Approval of Meeting Minutes – June 18, 2014

MOTION: Ms. Durgan made the motion to approve the June 18, 2014 meeting minutes as presented; seconded by Ms. Keefe and the motion carried 7-0

2. Finances

a) List of FY14 invoices processed since last meeting

Ms. Aldrich asked why so many payments are being made to P.J. Dionne. Ms. Stuart explained that these are the funds that were given by the town to repair the HVAC system. Additional funds will also be given in FY15 for the purpose of maintaining the building.

b) FY14 Weekly Budget Report from Munis dated June 17, 2014

Ms. Desmond read the budget report aloud. The total available operating budget as of June 14, 2014 is \$660.96 with \$11,261.70 being encumbered.

Ms. Stuart noted that there was a shortage in the operating budget and explained that her salary was insufficiently budgeted for when it was originally calculated. Ms. Desmond asked if the shortage amount is known and Ms. Stuart explained that the amount is not yet known. Ms. Aldrich questioned whether the revolving account should be paying for salaries. Ms. Stuart explained that the funds were taken from elsewhere for the salaries and the revolving account is being used for repairs and maintenance, and utilities. Ms. Stuart noted that the amount shown as available in operating (\$660.96) has been spent.

Ms. Aldrich requested the deficit amounts be provided to the Council once they are known and that the Council also be informed when Ms. Stuart goes before the Finance Committee for additional funds at Special Town Meeting.

MOTION: Ms. Unger made the motion to approve the operating budget report through June 14, 2014; seconded by Ms. Durgan and the motion carried 7-0.

3. Announcements and Correspondence

- a) Warren Layne has resigned from the Board effective immediately.

Ms. Johnson noted that Mr. Layne was a COA appointee and his term was to expire in 2015. Ms. Stuart will post for the remainder of Mr. Layne's term. Ms. Aldrich requested it also be advertised in the newsletter.

- b) A new Veteran's Agent has been hired and is expected to start on Monday, July 21, 2014. Her name is Lisa Downey. The Veteran's agent from Wilmington, Lou Cimaglia, will be training Ms. Downey.

4. Upcoming Events

- a) Friends of the Elderly Yard Sale on July 26, 2014. Tables are \$15 each or two for \$25.
- b) DJ Dance on July 28, 2014. There will be no dance in August. The DJ has been asked to hold a Friday night dance in September and he has agreed to this.
- c) Representative Jim Miceli will have office hours on July 29, 2014 from 9:30 a.m. to 11:00 a.m.

- d) The Annual Night Put against Crime will take place on Tuesday, August 5, 2014 from 4:30 p.m. to 8:30 p.m. This is a nationwide event. There will be a cookout, car show, children's movie, and many tables/vendors. The senior center will have its own table, which will include signup sheets for key tags, TRIAD to go bags, help with vials of life, etc. Zingo will be cancelled that day to allow for time to set up the hall for the movie.
- e) A Foxwoods Trip will take place on August 6, 2014
- f) Two foot care clinics have been scheduled for August due to the high demand. A clinic will be held on August 7, 2014 and August 21, 2014. There are still openings available for August 21, 2014.
- g) Cootie's Parties have resumed and one has been scheduled at the senior center on August 11, 2014.
- h) The GAC Fashion Show will take place on August 15, 2014 from 12:00 p.m. to 3:00 p.m. Admission is a suggested donation of \$10.00.
- i) Diabetes's Academy will take place on August 19, 2014 at 10:00 a.m.

Ms. Aldrich suggested the times of the events also be included in the future.

5. Unfinished Business

- a) My Senior Center launched on Monday, June 30, 2014. The overall response has been positive. So far, 450 key tags have been assigned, with a tremendous amount of help from volunteers. A second touch screen will be added at the back door sometime this week. Ms. Stuart has ordered a cable lock just in case.
- b) Ms. Stuart reached out to Mr. Sullivan at the Shawsheen Tech last month regarding the ceramics and wood working shed. Mr. Sullivan did not have an estimate on file and was going to touch base with the primary electrician. Ms. Stuart emailed Mr. Sullivan on Monday, July 14, 2014 and has not yet received a response.

Ms. Desmond suggested either Ms. Stuart or Ms. Conole follow up with Mr. Sullivan weekly.

Ms. McKenna asked if there was any other unfinished business and there was none.

6. New Business

- a) The Executive Office of Elder Affairs has informed Ms. Stuart that they will not longer approve large amount of grant monies to subsidize exercise classes. In anticipation of this loss, each class will be increased by \$1.00 beginning on August 1, 2014 and effective until December 31, 2014. Additional funding is needed to prevent an increase in cost for calendar year 2015. Nearby Senior Center's have been contacted and the average exercise class was \$4.00. The costs are cut by limiting the number of classes, using volunteer or nonprofit instructors, and applying for grants.

Ms. Unger asked how much the classes are currently and Ms. Stuart noted \$2.00. Discussion took place on whether there are any other grants available and the importance of exercise for seniors. Ms. Stuart requested the members also see if there are any other grants available. If alternate funding is not found by January 1, 2015 the cost would increase an additional \$1.00.

Ms. Trudeau explained that she has attended exercise classes at the Wilmington Senior Center in the past and at that time she was informed that they received grants from Lahey Clinic. Ms. Stuart noted that she does have this on her list from when she contacted Wilmington. Ms. Johnson noted that there is also a Wellness Grant that the town nurse had been working on that may be able to assist with this. Ms. Stuart will look in to this. Ms. Aldrich suggested also contacting Lowell General Hospital. Ms. Desmond will speak with Representative Miceli during his office hours regarding this matter. Ms. Unger will reach out to Tufts Health Plan to see if they offer any grants for this purpose.

Ms. Stuart noted that the State informed her that Tewksbury has more exercise classes than any other center (13); the average number is 3 to 4 classes. Discussion took place on the importance of the exercise classes and the members desire to not change the amount of classes offered in Tewksbury.

- b) The new voting booths were delivered on Friday, July 11, 2014 and were distributed to all of the appropriate precincts. There are 4 stations per booth and 4 booths per cart. The senior center is storing 8 of the 16 carts. In preparation for their arrival, Mr. Noel has cleared the handicap lift behind the stage. However, the lift is out of order because there is no power source connected. This is something the center will need to work on in order to store the booths in the allotted space.

Ms. Stuart noted that the department will pay for the lift to be repaired and will be reimbursed by the town.

Ms. McKenna asked if there was any other new business.

Ms. Unger noted that she recently saw an article stating that the lighting in the parking lot at the senior center will be redone. Ms. Stuart explained that the Conservation department applied for a grant to make the lighting more energy efficient. Ms. Johnson explained that the Green Committee has been awarded the grant from the State to change the lighting at municipal buildings in an effort to be more energy efficient.

Ms. Desmond discussed the Red Hat convention that will be held in New York and requested Ms. Stuart advertise for the convention. Ms. Desmond explained that a convention is held every year and reviewed some of the events that will be held.

There will be no meeting of the Council in August.

Adjourn.

MOTION: Mr. Aldrich made the motion to adjourn at 1:39 p.m.; seconded by Ms. Unger and the motion unanimously carried 7-0.

Approved: September 17, 2014

Documents Discussed and/or Presented
July 16, 2014

- 1) **COA Meeting Agenda Handout**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 2) **Meeting minutes of June 18, 2014**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 3) **Munis Report through July 14, 2014**
A copy can be found with the Council on Aging Director or the Finance Director